

Traffic Impact Fee Credit Application Type I Review

Handout #77 Revised 1/14/04



What is a Traffic Impact Fee (TIF) Credit?

A traffic impact fee (TIF) credit is formal recognition by the County that a developer has contributed to the roadway capacity that is part of the capacity being funded through the traffic impact fee. The contribution can be through the dedication of right-of-way or through the construction of roadway improvements.

When can I apply for a TIF Credit?

As soon as the land use decision (i.e., subdivision, short plat, or site plan) has received preliminary approval and the appeal period has concluded, you can apply for TIF credit if:

- (a) Roadway improvements or right-of-way have been conditioned solely on your development application **and**
- (b) The conditioned improvements are included in the TIF program as of the date of your land use application **and**
- (c) You have completed the conditioned improvements and they have been accepted for maintenance by the county **or**
- (d) You are willing to guarantee the completion of the improvements by escrow account or completion bond **or**
- (e) You have dedicated to the county right-of-way either by quit claim deed or recorded plat.

If I have completed the conditioned improvements and they have been accepted for maintenance by the county, what do I need to submit?

You need to submit the application form, a request letter describing the improvements that qualify for credits and as-built drawings with highlighting to indicate the qualified improvements.

If I am applying prior to construction, what do I need to submit?

Besides the application form and request letter, you need to submit approved construction plans for the improvements and a financial guarantee (either an escrow account or completion bond).

If I only dedicated right-of-way to the county with my land use approval, what do I need to submit?

Besides the application form and request letter, you need to submit the documentation that the right-of-way has been dedicated and a map showing the location of the dedication. Typically a copy of the subdivision plan or site plan will meet the requirement for the map of the location.

What is the process for applying for a TIF Credit?

The process begins when you submit an application for TIF Credit that contains sufficient information for processing (i.e., it is fully complete – see below for additional information). Staff reviews the submitted information and compares it against the roadway improvements in the adopted TIF program. If your improvements complete (or will complete when constructed) a portion of the TIF-funded roadway system, you will receive a credit based on the proportion of the TIF-funded roadway being completed. From the date on which your application is determined to be fully complete, staff will reach a decision within 21 days.

What happens once I submit the application materials?

The submittal package will first be checked for completeness before being accepted. The County conducts two application checks to ensure that applications are complete before staff begins the review process, called the “Counter Complete” and Fully Complete” reviews. Prior to accepting your application, the Customer Service staff will conduct the “Counter Complete” review of your submittal package. This is to ensure that all the required submittal items are present in the application packet. This does not involve a substantive review of the content of those items. If the submittal is determined to be “Counter Complete,” the application is accepted and forwarded to the Department of Public Works for review. If the application is determined to be incomplete, it is returned to the applicant with a written statement itemizing the additional information that is required. The “Counter Complete” determination will normally be made at the time the application is submitted, but may take up to 7 days to complete.

Before being scheduled for further processing, the submittal will be reviewed for “Fully Complete” status. An itemized list of submittal requirements is attached. The determination of completeness may also be based on the clarity of submission. If the application is determined complete, the applicant will be so notified. If the application is determined incomplete, the applicant will receive a written request to provide specific materials and/or information. The “Fully Complete” review will be re-conducted after the submittal of the requested items.

Once my application is “Fully Complete”, how is it reviewed?

There is a single criterion by which staff determines the amount of the TIF Credit – the numeric proportion of the TIF-funded roadway which your contribution completes. For example, if your land use application approval is conditioned upon provision of 150 feet of frontage improvements (constituting a true half width) to a county arterial road and that arterial road is on the TIF-funded roadway list for 3 miles (15,840 feet) of full-width improvement at a cost of \$15 Million, the TIF Credit would be calculated as:

$$TIF\ Credit = 0.5\ (\text{for half width improvement}) \times \frac{150\ feet\ (\text{length of project improvement})}{15,840\ feet\ (\text{length of full improvment})} \\ \times \$15\text{Million}\ (\text{Cost of Full improvement}) = \$71,022.73$$

If you have not constructed the improvements, your credits will be limited to 85% of the eligible amount (per the applicable county code) as encouragement for you to complete the improvements.

Once staff has determined the amount of credit that you are eligible to receive, staff will prepare a written decision and mail you the original. A copy is sent to the financial staff in Community Development so that the TIF credits can be recognized in the county's building-permit cashiering system.

What kind of public notice is provided?

There is no public notice required for the Type I application.

How can I use the TIF credits I have received?

TIF credits can be used only for the payment of traffic impact fees in the same TIF district as they were issued. Upon receipt of your written request, the county will transfer your credits to another party for use in payment of traffic impact fees.

TRAFFIC IMPACT FEE CREDIT APPLICATION SUBMITTAL REQUIREMENTS

The following checklist identifies information required to be included with the Type I Traffic Impact Fee Credit Application. **All** items with a number followed by an underlined space (i.e., 1.____) must be submitted before the application will be considered "Counter Complete." **All** items with a check box (i.e., ☐) must be complete for the application to be determined "Fully Complete."

1. ____ **APPLICATION FORM** completed and signed by applicant.
2. ____ **WRITTEN REQUEST** which describes the roadway improvements or right-of-way dedication for which TIF credits are being requested.

3. ____ • **FOR REQUESTS FOR TIF CREDITS IN ADVANCE OF CONSTRUCTION**

- Approved construction plans showing the extent of construction (with highlighting).
- Financial guarantee in the amount of TIF credits requested (e.g., escrow account, bond)

OR

• **FOR REQUESTS FOR TIF CREDITS AFTER ACCEPTANCE OF IMPROVEMENTS FOR MAINTENANCE**

- "As built" plans showing the extent of construction (with highlighting)
- Proof of dedication of right-of-way (recorded quit claim deed or plat)

OR

• **FOR REQUESTS FOR TIF CREDITS FOR DEDICATION OF RIGHT-OF-WAY**

- Map or plan showing location of right-of-way dedication.
- Proof of dedication of right-of-way (recorded quit claim deed or plat).

Staff Notes:

1. _____
2. _____
3. _____
4. _____
5. _____

This application was determined to be Counter Complete on: ____/____/____

Community Development Specialist: _____

**TRAFFIC IMPACT FEE CREDIT APPLICATION
FEE SCHEDULE**

There are no fees to be paid at time of submittal of a traffic impact fee credit application.

**Public Service Center
Department of Community Development
1300 Franklin Street
P.O. Box 9810
Vancouver, WA 98666-9810
Phone: (360) 397-2375; Fax: (360) 397-2011
Web Page at: <http://www.clark.wa.gov>**

Traffic Impact Fee Credit Application Form

Form DS77 Revised 04/16/2003



proud past, promising future

TIF CREDIT REQUEST *(Description):*

APPLICANT NAME:

Address:

E-mail Address:

Phone and Fax:

CONTACT PERSON NAME *(list if not same as APPLICANT):*

Address:

E-mail Address:

Phone and Fax:

ASSOCIATED DEVELOPMENT PROPOSAL *(Development conditioned to provide transportation improvement for which TIF credits are being requested):*

Case Number:

Parcel Number:

Site Address:

LOCATION OF REQUEST:

Traffic Impact Fee District:

Amount of Credit Requested:

Street:

Intersection From:

Intersection To:

AUTHORIZATION – The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request.

Authorized Signature

Date

**Assigned at Customer
Service Center**

CASE NUMBER:

WORK ORDER NUMBER:

DEVELOPMENT REVIEW APPLICATION FORM

(Form DS1000-Revised 12/4/03)



PROJECT NAME:		
TYPE(S) OF APPLICATION (See Reverse Side):		
DESCRIPTION OF PROPOSAL:		
APPLICANT NAME:	Address:	
E-mail Address:	Phone and Fax:	
PROPERTY OWNER NAME (list multiple owners on a separate sheet):	Address:	
E-mail Address:	Phone and Fax:	
CONTACT PERSON NAME (list if not same as APPLICANT):	Address:	
E-mail Address:	Phone and Fax:	
PROJECT SITE INFORMATION: Site Address:	Comp Plan Designation:	
Cross Street:	Zoning:	Serial #'s of Parcels:
Overlay Zones:	Legal:	Acreage of Original Parcels:
Township:	Range:	¼ of Section:

AUTHORIZATION

The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial of the request. This application gives consent to the County to enter the properties listed above.

Authorized Signature

Date

Assigned at Customer Service Center	CASE NUMBER:	
	WORK ORDER NUMBER:	

APPLICATION TYPES

If you have any questions regarding the type of application being requested, our Customer Service Center will be happy to assist you.

- ☐ Annual Review
- ☐ Appeal
- ☐ Boundary Line Adjustment and Lot Reconfiguration
- ☐ Conditional Use

Environmental/Critical Areas:

- ☐ Archaeological
- ☐ Critical Aquifer Recharge Area (CARA)
- ☐ Columbia River Gorge
- ☐ Forestry + (Moratorium Waiver, Moratorium Removal, Class I, Class IVG or COHP)
- ☐ Floodplain
- ☐ Geological
- ☐ Habitat
- ☐ Historic
- ☐ SEPA
- ☐ Shoreline
- ☐ Wetland

Land Division:

- ☐ Binding Site Plan
- ☐ Final Plat
- ☐ Plat Alteration
- ☐ Short Plat (___ Infill)
- ☐ Subdivision (___ Infill)

Miscellaneous:

- ☐ Addressing
- ☐ Accessory Dwelling
- ☐ Covenant Release
- ☐ Garden Shed Setback Waiver
- ☐ Home Occupation
- ☐ Legal Lot Determination & Innocent Purchasers Determination
- ☐ Non-Conforming Use Determination
- ☐ Reconstruct Letter
- ☐ Sewer Waiver
- ☐ Shooting Range
- ☐ Sign

Planning Director Review:

- ☐ Post Decision
- ☐ Pre-Application Conference
- ☐ Pre-Application Waiver
- ☐ Public Interest Exception
- ☐ Similar Use
- ☐ Temporary Use
- ☐ Other

- ☐ Planned Unit Develop/Master Plan
- ☐ Road Modification
- ☐ Site Plan
- ☐ Variance
- ☐ Zone Change